

IRS e-Services Registration Process

What is e-Services?

- Suite of products designed for tax professionals and taxpayers to do business with IRS electronically
- Includes:
 - Registration
 - *e-file* Application
 - Preparer Tax Identification Number (PTIN) Application
 - Tax Identification Number (TIN) Matching Application
 - *e-filing* “Incentive” Products
- Accessed through a secure environment known as the “**Registered User Portal (RUP)**”

Why do I have to register?

- Doing business as an individual representing yourself or your corporation
- IRS needs to authenticate you
- Authentication achieved by:
 - Providing “shared secrets” to corroborate your identity (combination of name, Social Security Number, Date of Birth and Adjusted Gross Income from current or one previous tax year)
 - Further authentication by mailing a registration confirmation number to your official IRS address of record (from your latest return filed)

How do I register?

- Go to irs.gov
- Click on the *e-file* logo 
- Click on the “e-Services” link under "the Tax Professionals" box
- Click the “Not Yet Registered or Confirmed?” link

Here's the direct web link:

<http://www.irs.gov/taxpros/article/0,,id=109646,00.html>

Internal Revenue Service - Microsoft Internet Explorer

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Address <http://www.irs.gov/> Go Links

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Advanced Search Search Tips

Individuals Businesses Charities & Non-Profits Government Entities Tax Professionals Retirement Plans Community Tax Exempt Bond Community

Forms and Publications >>


Top Forms and Publications:

1. [Form W-4](#)
2. [Form W-9](#)
3. [Form 1040](#)
4. [Form 941 for 2009](#)
5. [F. 941 Instructions](#)

Online Services >>

- [Withholding Calculator](#)
- [Check on Your Refund](#)
- [Online Payment Agreement \(OPA\) Application](#)
- [How Much Was My Stimulus Payment?](#)
- [Apply for an Employer Identification Number \(EIN\) Online](#)
- [Search for Charities](#)

Missed Your Refund?



Where Are You? Let Us Know.
We mailed out your paper refund check, but it came back. Contact us.

[Where's My Refund? Can Help](#)
Use this online tool to track your refund or correct your address.

[Use Direct Deposit for Refunds](#)
The IRS can electronically deposit your refund into your bank account.

< || > 2 of 5

I Need To >>

- [Report Phishing](#)
- [Call or Contact the IRS](#)
- [Get a Copy of My Return](#)
- [Change my Address](#)

Filing and Payments >>

- [where's my refund?](#)
- [e-file](#)
- [freefile](#)
- [EFTPS](#)

Information About

- [Frequently Asked Questions](#)
- [Newsroom](#)
- [Taxpayer Advocate Service](#)
- [Tax Stats](#)

Fake E-mails
The IRS doesn't... a victim.

Tax Benefits of the American Recovery and Reinvestment Act of 2009
Energy, education, new vehicle and homebuyer credits available to help save you money.

Special Interest

[Too much or too little tax withheld?](#)

You may be due for a change.
Check out the withholding calculator.

[Free Small Biz Tax Calendar](#)

Important dates, events and more.
Order now and plan ahead for 2010.

[Accessibility](#) | [Appeal a Tax Dispute](#) | [Careers](#) | [Contracting Opportunities](#) | [Freedom of Information Act](#) | [Important Links](#)

<http://www.irs.gov/help/article/0,,id=187124,00.html?navmenu=menu3> Local intranet

Start CMA - Microso... D:\Users\75w... eservices_reg... e-Services Re... Internal Rev... 12:03 PM

IRS e-file: Filing your taxes online was never easier! - Microsoft Internet Explorer

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Address http://www.irs.gov/efile/index.html?portlet=4 Go Links

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Advanced Search Search Tips

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e-file Topics

- Free File
- Modernized e-File (MeF)
- Info for e-file Providers
- More Topics...

IRS Resources

- Compliance & Enforcement
- Contact My Local Office
- e-file
- Forms and Publications
- Frequently Asked Questions
- Newsroom
- Taxpayer Advocate Service
- Where To File

IRS e-file: Filing your taxes online was never easier!

e-file Your Electronic Alternatives to Filing Paper Returns

IRS e-file Options For:

| | |
|---|---|
| Individual Taxpayers | File your 2008 Individual Income Tax Return electronically (available through October 15, 2009). You can file online for free through the Free File program. |
| Business and Self-Employed Taxpayers | Electronic filing and payment options for businesses including employment taxes, information returns, partnerships, corporations, and estates & trusts. |
| Large Corporations | Modernized e-File (MeF) program for partnership returns, Forms 1065/1065-B. are required to electronically file their Forms 1120 and 1120-S, while information for corporations who prepare and transmit their returns to the IRS through the services of third-party tax professionals. |
| Tax Professionals | IRS e-file information for tax professionals. Several online e-services products are available including the electronic IRS e-file application. Includes information on the new Modernized e-File (MeF) program for filing partnership returns electronically. |
| Charities and Non-Profits | Electronic filing options for tax-exempt organizations. New requirements mean large tax-exempt organizations are now required to e-file their returns. |
| Excise Tax Filers | Legislation now requires filers of certain Excise Forms to file their returns electronically. |
| e-file Software Developers and Transmitters | For individual and business e-file programs. Includes XML schemas - downloadable zipped files and other useful information for e-file software developers and transmitters. |

Click on the e-Services link.

Alerts:

New Rule: IRS e-file Providers must register Websites
New ruling as of July 30, 2007 for all IRS e-file providers who obtain taxpayer information via the Internet directly or through third parties to e-file returns electronically.

Related Information:

Advancing E-file Study Phase 1 Report Version 1.3
Achieving the 80% E-file Goal Requires Partnering with Stakeholders on New Approaches to Motivate Paper Filers.

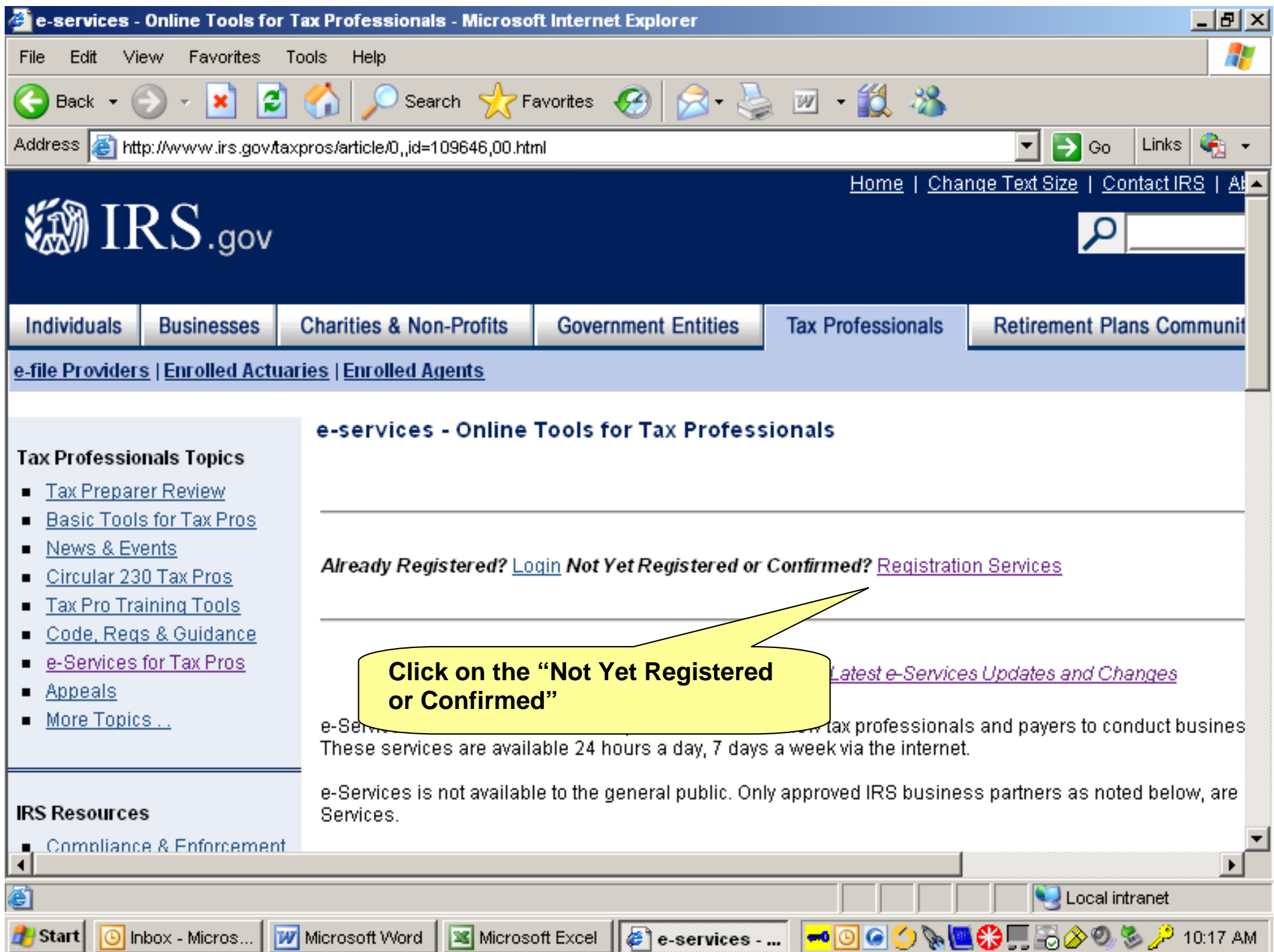
Electronic Payment Options
Electronic payment options are convenient, safe and secure methods for paying taxes. You can authorize an electronic funds withdrawal, use a [credit card](#) or enroll in the U.S. Treasury's Electronic Federal Tax Payment System (EFTPS).

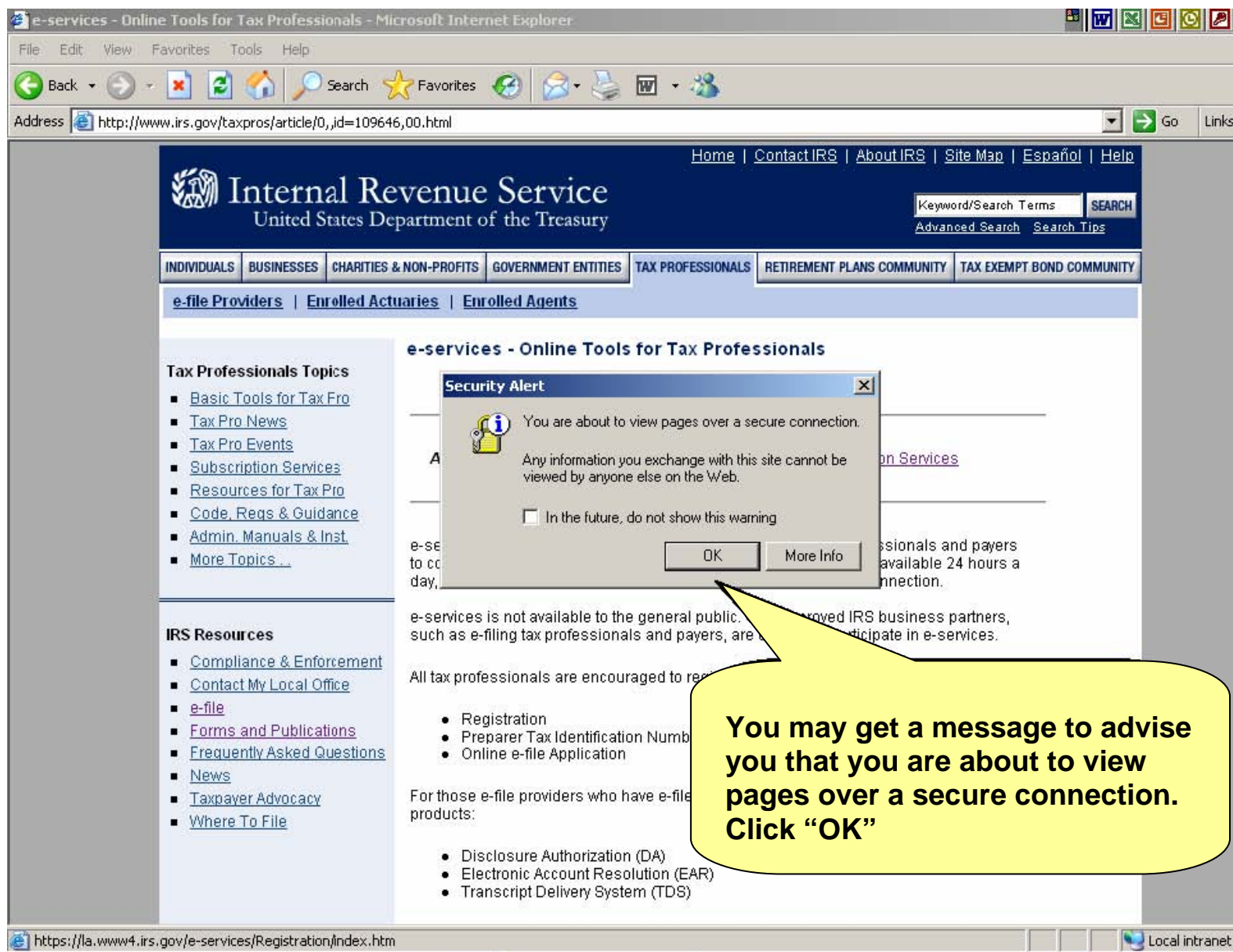
EFTPS

http://www.irs.gov/help/article/0,,id=187124,00.html

Local intranet

Start TY2... Revi... Micr... Revi... UW... Win... RE: ... Disc... IRS ... 11:22 AM





Registration Services - Microsoft Internet Explorer

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Address <https://Ma2.www4.irs.gov/e-services/Registration> Go Links

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Registration Services

services

- [Registration](#)
- [Confirm Registration](#)
- [Revise Registration](#)
- [Change Password/PIN](#)
- [Expired, Forgotten or Lost Password or PIN](#)

Welcome to Registration Services

Registration

Here you can register to become a user of the Internal Revenue Service's (IRS) e-services web site. Our registration process involves collecting personal and taxpayer data for the sole purpose of authenticating your identity. The IRS will compare the information you provide with the information received from the Social Security Administration (SSA) and with the tax return information you previously filed. We will issue a registration confirmation code to you via the U.S. Postal Service, if the information you provide matches our data. You must log back into the e-services web site within 28 days of your registration submission and enter this confirmation code to complete the registration process.

We ask you to provide the following information to become a registered user:

Done Local intranet

Start Inbox - Micros... Document1 - ... Microsoft Excel Registration ... 10:18 AM

Red headings contain navigation links: Don't use your browser "Back" or "Forward" arrows while in a secure session.


Click on the "Registration" link

Registration - Microsoft Internet Explorer

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Address https://ma2.www4.irs.gov/e-services/Registration/Reg_Online/Reg_RegisterUserForm Go Links

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Registration

Please enter the following information to register for using e-services.
For help, select the [Help](#) link and information will be provided in a "help" window.

IMPORTANT: Please print a copy for your records *before* you submit your entries for processing.

***First Name (Required):**
Middle Initial:
***Last Name (Required):**
Name Suffix:

***Tax Identification Number (Required):**
***Date of Birth (Required):** (MM/DD/YYYY)
Phone: (3 digit area code followed by 7 digit number, i.e. 8005551111)
Phone Country Code: (Enter 001 for US)
Email Address:

Please provide your **Adjusted Gross Income (AGI)** from your most recent individual income tax return. The AGI amount must agree with what was submitted on your original return prior to any adjustments. We suggest using your AGI from the prior year if your most recent return is not yet available. If you filed last year's tax return after November 1, please use your AGI of the prior year tax return.

Choose one of the available tax years and enter your AGI.

***Tax Year Ending Dec 31 (Required):**
***AGI (Required):** whole dollars only

Please select your preferred Username, Password, and Personal Identification Number (PIN).
(You must type password and PIN twice)

Rules governing the creation of the Username, Password, and PIN have been created to further enhance the security of e-services.
The most commonly encountered rules are identified below. [Select this link to see the full set of password and PIN rules.](#)

Done

Start | Inbox - Microsoft Outlook | Document1 - Microsoft Word | Microsoft Excel | Registration - Microsoft Internet Explorer | Local intranet | 10:21 AM

Follow the field construct for Date of Birth and Phone Number.

Use your Adjusted Gross Income from your current or previous tax year. The drop down menu shows two years to allow for early filers in the new tax year.



Please select your preferred Username, Password and Personal Identification Number (PIN).
(You must type password and PIN twice)

Rules governing the creation of the Username, Password, and PIN have been created to further enhance the security of e-services.
The most commonly encountered rules are identified below. [Select this link to see the full set of password and PIN rules.](#)

'Username (Required):

Username must be at least 8 characters long, may contain letters and numbers only, case insensitive (read as upper-case only).

'Password (Required):

Password must be at least 8 characters long, must contain both letters and numbers, case sensitive, cannot be the same as the username.

'Re-Enter Password (Required):

'PIN (Required):

PIN must be 5 digits only, cannot be all the same digits.

'Re-Enter PIN (Required):

Please select one question to be answered by you if you forget your username and you attempt to log in. The question and answer should be unlikely to be known by other individuals. For example, do not use your current address, currently live or the car you own today.

'Question to Recover Username (Required):

'Answer (Required):

The last address you provided the IRS on your individual tax return, Form 1040, 1040A, etc. is the address we will use to send you a registration confirmation number. You must provide us with your new home address. Upon confirmation of your registration, we will update your taxpayer home address under your name. If you are a secondary taxpayer on a joint return, we will not update the address information under the primary taxpayer's name.

Has your taxpayer address changed as explained above? Yes ☐ No ☒

If yes, you must enter your new address in the fields below. If no, proceed to terms and conditions.

Warning! Completing these fields will change your address of record with the IRS.

Address Line:

City:

State (USA Only):

Zip Code:

Country:

Terms and Conditions

Follow the rules provided to construct your Username and Password. Your Password is case sensitive. Write down your Username, Password, Recovery Question and PIN and keep them in a secure location – Never share your information with others or allow them to use your information.

Your password expires every 180 days. Your PIN does not expire but it is a good idea to change it periodically.



Please select your preferred Username, Password and Personal Identification Number (PIN).
(You must type password and PIN twice)

Rules governing the creation of the Username, Password, and PIN have been created to further enhance the security of e-services.
The most commonly encountered rules are identified below. [Select this link to see the full set of password and PIN rules.](#)

'Username (Required):

Username must be at least 8 characters long, may contain letters and numbers, and must not be a case-sensitive word.

'Password (Required):

'Re-Enter Password (Required):

'PIN (Required):

'Re-Enter PIN (Required):

Please select one question to be answered by you if you forget your username. The question and answer should be unlikely to be known by other individuals. For example, "What is your mother's date of birth?" or "What is the make and model of the car you own today?"

'Question to Recover Username (Required):

'Answer (Required):

The last address you provided the IRS on your individual tax return, Form 1040, is used to send you a registration confirmation number. You must provide us with your current address. Upon confirmation of your registration, we will update your taxpayer home address. If you are a secondary taxpayer on a joint return, we will not update the address information.

Has your taxpayer address changed as explained above? Yes ☐ No ☒

If yes, you must enter your new address in the fields below. If no, proceed to terms and conditions.

Warning! Completing these fields will change your address of record with the IRS.

Address Line:

City:

State (USA Only):

Zip Code:

Country:

With e-Services Registration, you are able to change your official address of record with IRS. If you have moved since your last filing with IRS and have not notified us of the change, select "Yes" here and complete your new address. Note: Your confirmation number letter will be sent to your **OLD address of record and be forwarded by the Post Office to your new address.**

Terms and Conditions

Please read the following Privacy Policy and Terms and Conditions of Use. If you do not agree with the terms and conditions, please do not click the "I agree" button.



Terms and Conditions

Please read the following Privacy Act and conditions of use that explain why we are requesting the registration information, how it will be used, and your responsibilities as a registered user of e-services. After reading, please select the **Accept** button to continue your registration.

If you do not accept the presented Terms and Conditions, you will not be granted access to e-services.

The registration information you entered will then be deleted and you will be returned to the e-services welcome page.

Privacy Act Notice:

The Privacy Act of 1974 requires that when we ask individuals for information about themselves, we state our legal right to ask for the information, why we are asking for the information, and how it will be used. We must also tell you what could happen if we do not receive all or part of the information, and whether your response is voluntary, required to obtain a benefit, or mandatory.

Our legal right to ask for information is 5 U.S.C. 301 and the Internal Revenue Code Sections 6001, 6011, 6012 and applicable regulations. The registration information we are requesting is used to create an e-services account for you and authenticate your identity, in other words, to ensure you are who you say you are. The information may not be disclosed except as provided by Section 6103 of the Internal Revenue Code. We may give the information to the Department of Justice and to other Federal agencies, as provided by law. We may also give it to cities, states, the District of Columbia and U. S. commonwealths or possessions to carry out their tax laws. We may give it to foreign governments because of tax treaties they have with the United States. Your participation in the e-services program is voluntary. As such, your responses to any of the registration questions are entirely voluntary. However, if you do not provide all or part of the information required to create your account and authenticate your identity, you will not be eligible for access to e-services.

Paperwork Reduction Act Notice:

The collection of information contained in e-services has been reviewed and approved by the Office of Management and Budget in accordance with the Paperwork Reduction Act (44 U.S.C. 3507) under control number 1545-1823. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection of information displays a valid control number. Books or records relating to a collection of information must be retained as long as their contents may become material in the administration of any internal revenue law. Generally, tax returns and return information are confidential, as required by 26 U.S.C. §6103. The following table identifies the estimated length of time to complete the various e-services processes. This includes the time it will take to read the instructions, gather the necessary facts and enter the required information.

| e-services Product | Estimated Time to Complete |
|----------------------------------|----------------------------|
| Registration | 20 minutes |
| TIN Matching Application | 10 minutes |
| TIN Matching Interactive Session | 10 minutes |

If you have comments concerning the accuracy of these time estimates or suggestions for reducing this burden, we would be happy to hear from you. You can write the Internal Revenue Service Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, California 95743-0001.

Your Registration Obligations:

Read and understand the Terms and Conditions of Registration.



Paperwork Reduction Act Notice:

The collection of information contained in e-services has been reviewed and approved by the Office of Management and Budget in accordance with the Paperwork Reduction Act (44 U.S.C. 3507) under control number 1545-1823. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection of information displays a valid control number. Books or records relating to a collection of information must be retained as long as their contents may become material in the administration of any internal revenue law. Generally, tax returns and return information are confidential, as required by 26 U.S.C. §6103. The following table identifies the estimated length of time to complete the various e-services processes. This includes the time it will take to read the instructions, gather the necessary facts and enter the required information.

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Your Registration Obligations:

As an e-services user, you agree to provide true, accurate, current and complete information about yourself as prompted by the registration process and that you will maintain and promptly update this data to keep it true, accurate, current and complete. If you provide any information that is untrue, inaccurate, obsolete or incomplete, or there are reasonable grounds to suspect that such information is untrue, inaccurate, obsolete or incomplete, the IRS has the right to suspend or terminate your account and refuse any and all current or future use of e-services.

Member Account, Password and Security:

As part of the registration process, you selected a username, password and PIN. You are responsible for maintaining the confidentiality of this information. While it may be necessary to disclose your username or PIN to an IRS employee or other individual, you agree not to disclose your password to anyone. You are fully responsible for all activities that occur under your password. IRS personnel do not have access to your password and should never ask you for it. You agree to immediately notify the IRS at 1-866-255-0654 (international callers use 512-416-7750) of any unauthorized use of your password or account, or any other breach of security and ensure that you exit from your account at the end of each session.

***If you do not accept the presented Terms and Conditions, you will not be granted access to e-services.
The registration information you entered will then be deleted and you will be returned to the e-services welcome page.***

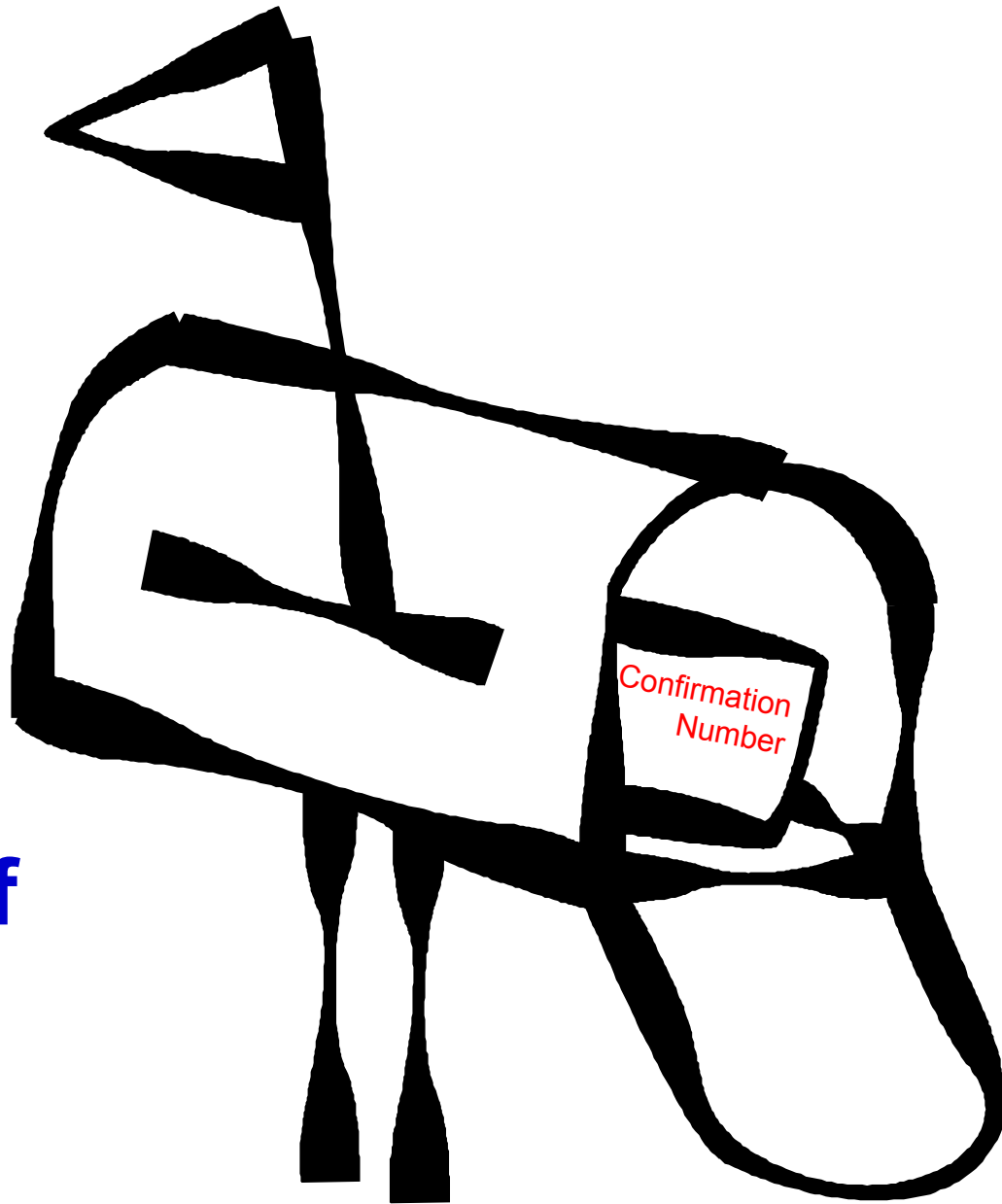
You may do either of the following:

- Select **Accept** to submit all your entries.
- Select **Decline** to discard all your entries.

Accept **Decline**

**Click "Accept" to
submit your
registration.**

**Within 7-10 days,
you will receive a
confirmation
number from IRS
via U.S. Postal
Mail. This will be
sent to your
official address of
record.**



Confirm Your Registration

Go to irs.gov

Click on the *e-file* logo

Click on “e-Services” link



e-services - Online Tools for Tax Professionals - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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 **IRS.gov** 

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IRS Resources

- [Compliance & Enforcement](#)

e-services - Online Tools for Tax Professionals

Already Registered? [Login](#) *Not Yet Registered or Confirmed?* [Registration Services](#)

[View the Latest e-Services Updates and Changes](#)

e-Services is a secure web-based system that allows tax professionals and payers to conduct business with the IRS on a daily basis. These services are available 24 hours a day, 7 days a week via the internet.

e-Services is not available to the general public. Only approved IRS business partners as noted below, are eligible to use e-Services.

To confirm your registration, click on the "Not Yet Registered or Confirmed?"

Local intranet

Start | Inbox - Micros... | Microsoft Word | Microsoft Excel | e-services - ... | 10:17 AM

Registration Services - Microsoft Internet Explorer

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Address <https://ma2.www4.irs.gov/e-services/Registration/index.htm> Go

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Registration Services

services

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- [Change Password/PIN](#)
- [Expired, Forgotten or Lost Password or PIN](#)

Registration

Here you can register to be...
registration process involv...
authenticating your identity...
received from the Social S...
filed. We will issue a regis...
you provide matches our d...
registration submission a...

We ask you to provide the

Welcome to Registration Services

Confirm Registration: Select this option to enter the confirmation code you received from the IRS. You should only have to complete this process once within 28 days of registering (if you ever forget your password or PIN, you will need to repeat this process).

Revise Registration:
Selecting this option will allow you to revise the information in your Registration record, such as, name, telephone number, address, and e-mail address.

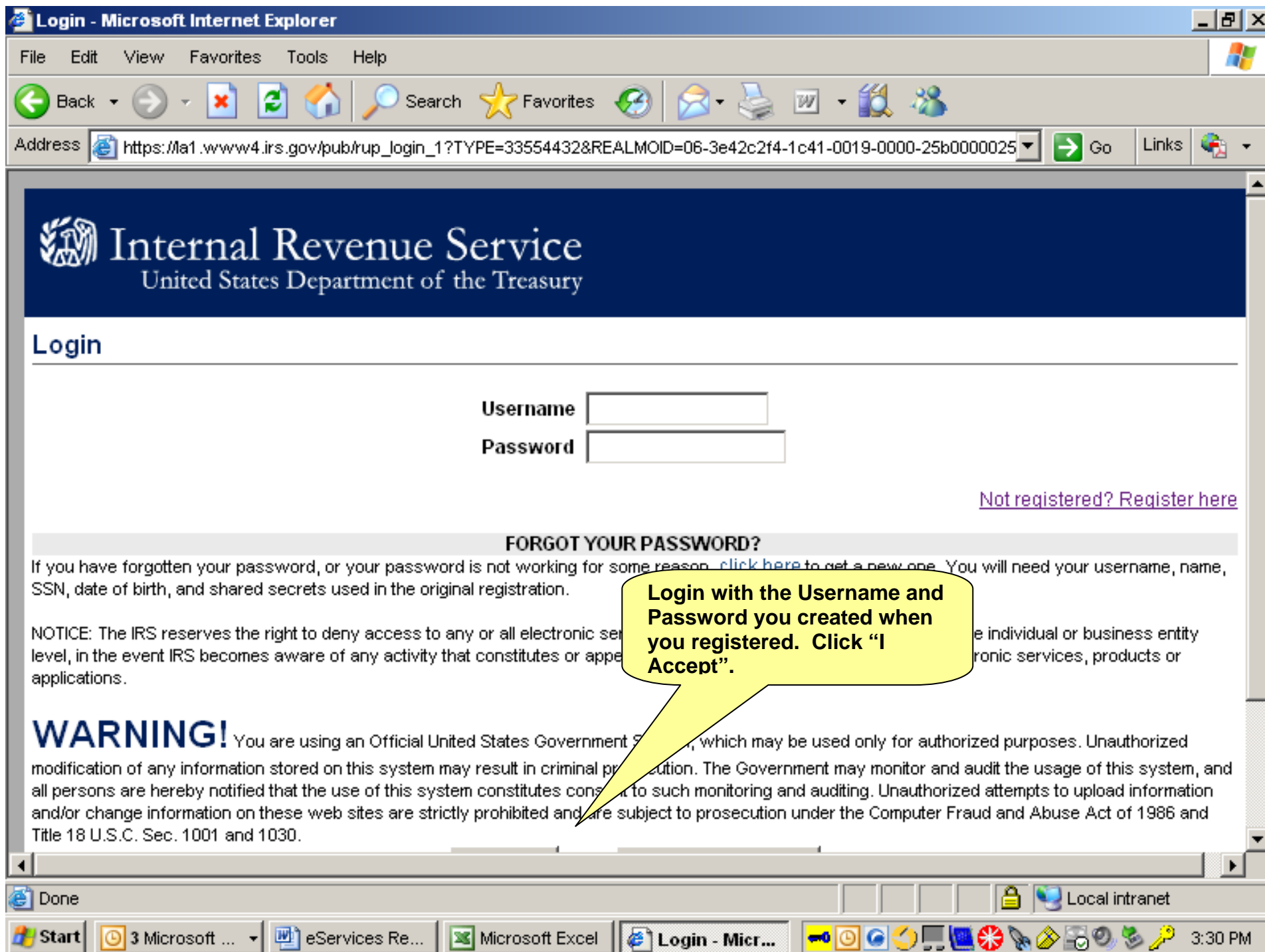
Change Password/PIN:
Use this option to change your password, PIN or both.

Expired, Forgotten or Lost Password or PIN:
Allows you to request a new confirmation code to reset your password if you've forgotten or lost your password. If your password has expired you may login through the Login link on the e-services home page with the expired password and will be prompted to change it once you've entered your AGI and PIN.

Done

Start | Inbox - Micros... | Document1 - ... | Microsoft

8 AM




Confirm Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://ma2.www4.irs.gov/e-services/Registration/Reg_Confirm/Reg_ConfirmRegForm Go Links

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Confirm Registration

To complete your registration, please enter your confirmation code as it appears in the letter you received by mail.

Please note: You must perform this process once after you register and again if you request a Forgotten Password or PIN.

*Confirmation Code (Required): -

You may do the following:

- Select *Submit Request* once you type in your confirmation code.

[e-services Privacy Policy](#)

Enter the 12-character confirmation number (combination of letters and numbers) you received in the mail from IRS.

Note: You must confirm your registration within 28 days of your initial registration - if not, you will have to register again.

Done

Start | Inbox - Microsoft Outlook | Document1 - Microsoft Word | Microsoft Excel | Confirm Registration - ...

Local intranet 10:26 AM

For security reasons, e-Services passwords expire every 180 days.



15 days prior to expiration of your e-Services password, the system will advise you when you log in.

10 days prior to expiration of your e-Services password, IRS will send you an e-mail advising that your e-Services' password will expire in 10 days.

Set your own reminder to log in to e-Services and change your password if you did not provide an e-mail address during registration.

Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://ma1.www4.irs.gov/pub/rup_login_1?TYPE=33554432&REALMOID=06-3e42c2f4-1c41-0019-0000-25b0000025 Go Links

Internal Revenue Service

United States Department of the Treasury

Login

Username

Password

[Not registered? Register here](#)

FORGOT YOUR PASSWORD?

If your password is not working for some reason, [click here](#) to get a new one. You will need your username, name, and email registration.

NO If you are not authorized to use any or all electronic services, products and/or applications, you will be prompted to enter your AGI and PIN. You will then be prompted to change your password.

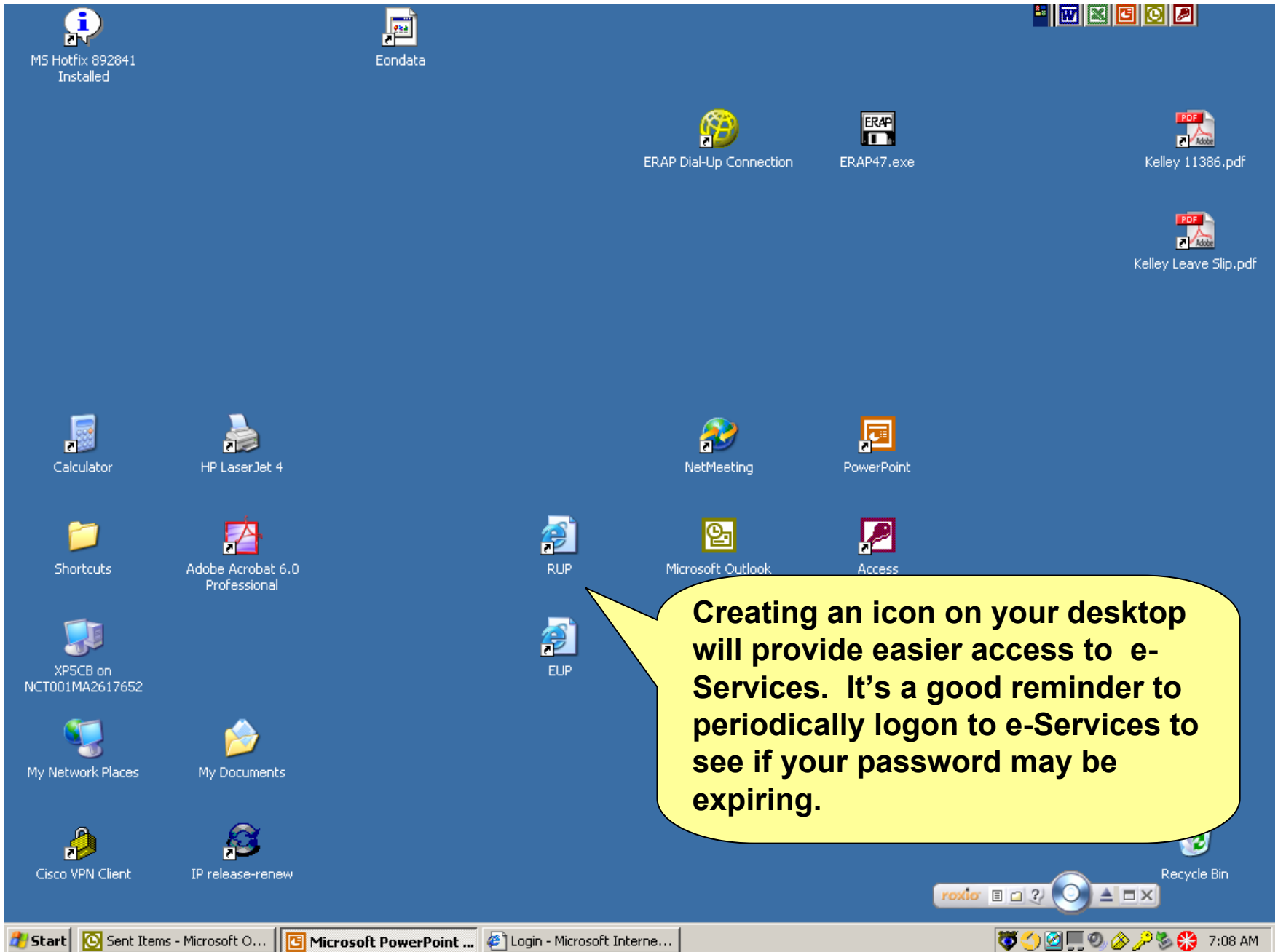
WARNING! You are using an Official United States Government System, which may be monitored. The modification of any information stored on this system may result in criminal prosecution. The Government of the United States and all persons are hereby notified that the use of this system constitutes consent to such monitoring and recording. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

Done Local intranet

Start 3 Microsoft ... eServices Re... Microsoft Excel Login - Mic... 3:30 PM

If your password expires and you still remember it, you may login using your expired password and you will be prompted to enter your AGI and PIN. You will then be prompted to change your password.

If you have forgotten your password, you will need to go through the "Forgotten Password" link and wait for a confirmation code.



Creating an icon on your desktop will provide easier access to e-Services. It's a good reminder to periodically logon to e-Services to see if your password may be expiring.

Registration Summary

- Registration is a one-time authentication of you as an individual that allows you to do business with IRS electronically
- Confirm your registration within 28 days of the initial registration
- Reset your password when prompted by the system when you log in or by an e-Services e-mail (or set a reminder if you don't have e-mail)
- Keep your Username, Password, Recovery Question and PIN in a secure location and do not share this information.

***The IRS e-Help Desk can
assist you with any questions
on the e-Services'
Registration Process.***

1-866-255-0654